

Promotional Increases within the Step Schedule  
*If someone is promoted how do I calculate the increase?*

Types of Promotions/Transfers:

**1. A Lateral Transfers:**

Result in:

- (a) No Step change and no pay change for employees that are within the Step schedule.
- (b) No pay change for employees above Market Rate.

**2. One Grade Promotions:**

Result in:

- (a) A move one grade level higher but the employee remains in the same Step number that they are currently in. This move results in a 5% increase. **Example:** Employee is promoted from a Grade 13 to a Grade 14. The employee is at Step 3 of Grade 13, this employee will now be at Step 3 of Grade 14, which results in a 5% increase.

-OR-

- (b) A 5% increase for employees above Market Rate of their grade. If this percentage increase brings the employee back into the Step schedule of their new grade, they will then be placed into the closest Step for their new grade.

**3. Two Grade Promotions:**

Result in:

- (a) A move two grades higher and one Step lower than current Step. This results in a 6.5-7% increase for the employee. **Example:** Employee is promoted from Grade 14, Step 5 to Grade 16. Employee will move two grades and will move one Step back in new grade. Employee will then be at Step 4 of Grade 16.

-OR-

- (b) A 7% increase for employees above Market Rate of their grade. If this percentage increase brings the employee back into the Step schedule of their new grade, they will then be placed into the closest Step for their new grade.

**4. Three Grade Promotions:**

Result in:

- (a) A move three grades higher and two Steps lower than current Step. This results in 7.7-8.3% increase for the employee. **Example:** Employee is promoted from Grade 14, Step 5 to Grade 17. Employee will move three grades and will move two Steps back in new grade. Employee will then be at Step 3 of Grade 17.

-OR-

- (b) An 8.3% increase for employees above Market Rate of their grade. If this percentage increase brings the employee back into the Step schedule of their new grade, they will then be placed into the closest Step for their new grade.

**5. Four Grade Promotions:**

Result in:

- (a) A move four grades higher and three Steps lower than current Step. This results in 9.5-10% increase for the employee. **Example:** Employee is promoted from Grade 14, Step 5 to Grade 18. Employee will move four grades and will move three Steps back in new grade. Employee will then be at Step 2 of Grade 18.

-OR-

- (b) A 10% increase for employees above Market Rate of their grade. If this percentage increase brings the employee back into the Step schedule of their new grade, they will then be placed into the closest Step for their new grade.

Grade	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Grade
Start	9.9910	10.5060	11.0210	11.5360	12.1540	12.7716	13.3900	14.0591	14.7805	15.5015	16.2736	17.0980	17.9220	18.8490	Start
1	10.3433	10.8760	11.4096	11.9428	12.5822	13.2216	13.8620	14.5548	15.3014	16.0481	16.8471	17.7010	18.5538	19.5135	1
2	10.7077	11.2596	11.8120	12.3635	13.0260	13.6880	14.3505	15.0678	15.8409	16.6135	17.4409	18.3245	19.2077	20.2014	2
3	11.0851	11.6563	12.2284	12.7995	13.4851	14.1702	14.8563	15.5990	16.3990	17.1990	18.0558	18.9707	19.8851	20.9135	3
4	11.4760	12.0673	12.6591	13.2505	13.9601	14.6697	15.3803	16.1486	16.9769	17.8053	18.6923	19.6394	20.5861	21.6505	4
5	11.8803	12.4928	13.1053	13.7178	14.4524	15.1870	15.9221	16.7178	17.5755	18.4332	19.3514	20.3317	21.3115	22.4139	5
6	12.2990	12.9332	13.5673	14.2014	14.9620	15.7226	16.4837	17.3072	18.1952	19.0827	20.0332	21.0486	22.0630	23.2038	6
7	12.7327	13.3889	14.0457	14.7019	15.4894	16.2764	17.0644	17.9173	18.8365	19.7558	20.7394	21.7904	22.8404	24.0216	7

Grade	21	22	23	24	25	26	27	28	29	30	31	32	33	34	Grade
Start	19.7760	20.7545	21.8360	22.9175	24.0505	25.2865	26.5225	27.8615	29.2520	30.6940	32.2390	33.8355	35.5350	37.3375	Start
1	20.4731	21.4861	22.6058	23.7250	24.8981	26.1779	27.4577	28.8438	30.2832	31.7764	33.3755	35.0284	36.7875	38.6538	1
2	21.1947	22.2433	23.4024	24.5615	25.7760	27.1005	28.4255	29.8606	31.3505	32.8962	34.5519	36.2630	38.0846	40.0163	2
3	21.9418	23.0274	24.2274	25.4274	26.6846	28.0558	29.4274	30.9130	32.4558	34.0558	35.7697	37.5413	39.4269	41.4269	3
4	22.7154	23.8389	25.0817	26.3236	27.6250	29.0447	30.4649	32.0029	33.5995	35.2563	37.0308	38.8644	40.8168	42.8870	4
5	23.5159	24.6793	25.9659	27.2514	28.5990	30.0688	31.5385	33.1308	34.7841	36.4990	38.3361	40.2346	42.2558	44.3990	5
6	24.3452	25.5495	26.8813	28.2120	29.6072	31.1288	32.6505	34.2986	36.0101	37.7856	39.6875	41.6529	43.7452	45.9639	6
7	25.2029	26.4500	27.8284	29.2067	30.6505	32.2260	33.8014	35.5077	37.2798	39.1178	41.0865	43.1212	45.2870	47.5841	7

*Promotional Increases will be no less than 5% within the Step Schedule*